

C I A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

1758

To :

From : Acting Chief, Records Management Staff

Subject: Measuring Effectiveness of the Records Management Program

1. At our Area Records Officers' meeting on 18 June, we did not conclude whether or not your annual report on records disposition activity would cover the volume of records on hand at the end of the fiscal year.

2. Since a showing of hands at the meeting indicated that this information could be furnished, and inasmuch as this data is essential to measuring program effectiveness, I would appreciate its inclusion in your report. Accordingly, the report should cover:

- a. Cubic feet of records on hand at the beginning of the fiscal year.
- b. Cubic feet of records disposed of during the fiscal year. (Do not include records disposed of by the Records Center.)
- c. Cubic feet of records on hand at the end of the fiscal year.

The former submission date for this report is extended to 15 August 1958.

3. Another element essential to measuring records disposition effectiveness is an inventory of record keeping equipment. Accurate knowledge of the volume, types, and locations of equipment will also provide a basis for controlling equipment utilization and planning your move to the new building.

4. For these reasons I would suggest that you physically inventory your record keeping equipment as soon as practicable. You may find it desirable to do this as you measure your volume of records holdings. Additional copies of the attached tally sheet are available.

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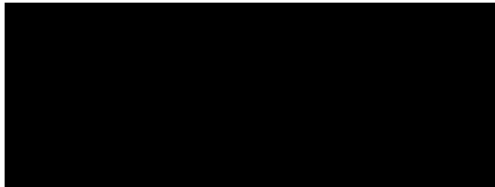
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5. With the help of Area Records Officers, the Records Management Staff hopes to have compiled by 1 January 1959, a complete inventory of all record keeping equipment used in headquarters. Thereafter, it will be a simple matter to maintain a perpetual (or "book") inventory based on issues and turn-ins of equipment. Your help will be needed in two ways:

- a. An initial report of your equipment inventory between now and 1 January.
- b. An annual statement of the number and types of equipment issued or turned-in, as part of your fiscal year records disposition report.

6. Please let me know if we can assist you in compiling the inventory I've described.

STATINTL



Attachment:  
Equipment Inventory Tally Sheet

C I A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

16 Oct. 58

25X1A

<u>SAFE</u>		<u>NON SAFE</u>
ORR & PIC	737	1983
	57	110
OCR	1148	1184
OP	361	296
GEN COUNSEL	23	1
OTR	403	150
OL	377	245
OSI	339	42
CONTACTS	74	139
AUDIT	15	1
OBI	83	26
SOVMAT	5	0
ONE	57	12
MEDICAL	49	16
	<u>3728</u>	<u>4205</u>

No Reports Received From: Comptroller, Security, FDD, Commo, OCI and DDP. (Reports expected within a week.)?

DDP

3192

1,263

## RECORDS CENTER

## RECORDS HOLDINGS AND DISPOSAL ACTIVITY FY 1958 (Cubic Feet)

Organizational Component	Total Volume of Records Holdings as of 30 June 1958	Records Accessioned FY 1958	Records Destroyed FY 1958	Records Returned to Originating Office FY 1958
DCI	33	10	--	--
DD/S Area Summary	8,683	1,718	575	212
DD/S Office	42	12	--	--
General Counsel	23	6	--	--
Audit Staff	29	16	--	--
Management Staff	125	21	--	1
Medical Staff	270	55	--	34
Communications	36	7	--	2
Comptroller	4,416	816	344	149
Logistics	2,467	377	211	--
Personnel	804	292	1	2
Security	107	17	--	--
Training	324	99	19	24
General Service	40	--	--	--
DD/I Area Summary	10,432	2,876	518	110
DD/I Office	7	3	--	--
OCR	7,898	2,167	396	63
ORR	724	183	85	26
ONE	62	23	--	--
OCI	155	55	--	12
OSI	231	75	13	9
OO	1,204	370	24	--
OBI	150	--	--	--
OIC	1	--	--	--
DD/P Area Summary	5,596	2,596	185	3,504
<b>TOTAL VOLUME</b>	<b>24,744</b>	<b>7,200</b>	<b>1,278</b>	<b>3,826</b>

# VOLUME of RECORDS REPORTED BY INDIVIDUAL COMPONENTS

Approved For Release 2001/08/29 : CIA-RDP74-00390R000200090001-6

1958

COMPONENT	ON HAND BEGINNING FY58	DISPOSED DURING FY58	TRANSFERRED DURING FY58	ON HAND ENDING FY58
COMPTROLLER	3755	427	816	3389
CNE	349	298	23	382
OSI	2159	140	85	2704
AUDIT	63	8	12	47
OBI	1316	400	—	1320
STATISTICS	21	2	3	19
FDD	3028	188	—	3920
[REDACTED]	1274	782	—	1296
LOGISTICS	3014	301	381	4885
PERSONNEL	2575	—	292	3220
MEDICAL	605	20	55	591
GENERAL COUNSEL	608	1	6	646
SECURITY	5700	175	17	6252
OCR	35,801	616	2,167	34,688
OO/C	(H) 1,360 (A) 1,838	(H) 54 (A) 324	370	(H) 1,458 (A) 1,818
OTR	5637	399	99	5020
ORR	24,496	1108	183	24,927
PIC	1,320	34	—	5,184
DDP	2,1450	5,299	1,116	44,740
CCI	3,057	384	55	2,772
	119,436	10,960	5,610	149,178

This figure is not the volume returned to the center, but is the volume that was held at the RC and destroyed.

Approved For Release 2001/08/29 : CIA-RDP74-00390R000200090001-6

See DDIP R02 report of 30 Oct 1958

# Records Disposition for Fiscal Years 1957 & 1958 FIGURES TAKEN FROM ANNUAL INVENTORY REPORTS AND RECORDS CENTER ANNUAL REPORT

ORGANIZATION	ON HAND BEGINNING FY 57	ON HAND BEGINNING FY 58	DISPOSED OF FY 57	DISPOSED OF FY 58	TRANSFERRED DURING FY 57	TRANSFERRED FY 58	ON HAND ENDING FY 57	ON HAND ENDING FY 58	PERCENTAGE ON HAND FY 58	RECORDS CENTER HOLDINGS FY 57	RECORDS CENTER HOLDINGS FY 58
<b>III Deputy Director (Support)</b>	20300	23870	88X	1337	2057	1718	24697	24286	-1%	8725	8686
Deputy Director	54	57				12	57			30	42
Commercial Staff		24					24	30	+25%		
Office of Communications	2004	2054	15			7	2054	No Report		31	36
Office of Training	5643	5867	708	229	214	98	5267	5020	-6%	268	324
Office of Comptroller		3753		427	881	816	4414	3389	-24%	4093	4416
Office of General Counsel REGISTRATION COUNCIL (1)	602	605		1	12	6	602	646	+6%	20	23
							28	46	+64%		3
Office of Personnel	2910	2515			281	292	2575	3220	+25%	815	804
MANAGEMENT Staff	146	146			104	21	148	160	+8%	115	165
Mexican Staff	563	605	19	20	63	58	605	591	-2%	249	270
Office of Security	5450	5700	95	175	84	17	5700	6250	+9%	90	107
Office of Logistics	2723	2614		301	410	377	2614	4885	+62%	2301	2467
Audit Staff	74	63	12	8	8	16	63	47	-25%	13	29
<b>IV Deputy Director (Trans)</b>	21450	21450		5299	400	1116	21450	24740	+14%	6659	5596
Deputy Director	21450	21450		5299	400	1116	21450	24740	+11%	6657	5596

(1) Transferred to OGC Sept. 58

IL ECI B

# RECORDS DISPOSITION FOR FISCAL YEARS 1957 & 1958 FIGURES TAKEN FROM ANNUAL INVENTORY REPORTS AND RECORDS CENTER ANNUAL REPORT

ORGANIZATION	ON HAND BEGINNING FY57	ON HAND ENDING FY57	DISPOSED OF FY57	DISPOSED OF FY58	TRANSFERRED WITHIN FY57	IDENTIFIED DURING FY57	ON HAND ENDING FY57	ON HAND ENDING FY58	PERCENTAGE ON HAND (+/-)	RECORDS CENTER HANDLING FY57	RECORDS CENTER HANDLING FY58
<u>OFFICE OF THE DIRECTOR</u>	292	292				10	292	292		20	30
DIRECTOR OF CIA											
DEPUTY DIRECTOR OF CIA											
EXECUTIVE REGISTRY	103						103	103		12	12
CABLE SECRETARIAT	177						177	177			
ASST'S TO THE DIRECTOR											
SA TO THE DIRECTOR	6						6	6			
HISTORICAL STAFF											
SA TO DIRECTOR FOR PLANNING AND DEVELOPMENT										7 *	17
INSPECTION GENERAL	6						6	6		1	1
TOTAL	99486	98630	2963	10682	3168	7213	120610	147919	+23%	22648	24744

\* 7' OCB RECORDS

(1) FIGURES BASED ON RECORDS CENTER SCHEDULES

*Reddy B.*

RECORDS DISPOSITION FOR FISCAL YEARS 1987 & 1988  
 FIGURES TAKEN FROM ANNUAL INVENTORY REPORTS AND RECORDS CENTER ANNUAL REPORT

FIGURES TAKEN FROM HUMAN INVENTORY, MEMO AND RECORDS CENTER HUMAN REPORT											
ORGANIZATION											
	ON HAND BEGINNING FY87	ON HAND ENDING FY87	DISPOSED OF FY87	DISPOSED OF FY88	ON HAND BEGINNING FY88	ON HAND ENDING FY88	PERCENTAGE CHANGED (+ or -)	ON HAND BEGINNING FY89	ON HAND ENDING FY89	PERCENTAGE CHANGED (+ or -)	
II Deputy Director (INTELLIGENCE)	57444	73010	3071	4006	711	2889	74211	78601	+5%	8184	10952
Deputy Director	105	105			4	2	105			4	7
Office of National Estimates	344	349	227	298	14	23	349	282	-24%	39	62
Office of Scientific Intelligence	2860	2159	587	140	93	85	2159	2704	+26%	178	221
Office of Research Reports	21509	25827	929	1142	207	183	25827	36111	+41%	652	724
Office of Current Intelligence	1867	3657	314	334	107	55	3657	2072	-9%	112	155
Office of Central Reference	27269	35863		616		2167	35863	*24638	-3%	6190	7598
Office of Operations	29	27	2		27		27	2	+14%	13	19
SOJMMT Staff:	29	21	2	2	6	3	21	17	-9%	6	5
	1122	1274	866	502	27		1274	1296	+11%	193	227
ADD	2876	3225	153	188	31	-	3225	3920	+12%	20	20
Contracts		1360	48	54	195	270	1360	1458	+6%	626	827
Office of Basic Intelligence		1316		400			1316	1320	+	150	150
STATSPEC											
ILLEGIB											

DISPOSITION ANALYSIS OF AGENCY RECORDS  
as of October 1958

ILLEGIB

Organization	Destroy in Office	Books	Retire in Records Center			Permanent	Total
			0-5 yrs.	5-10 yrs	10-Indef		
DGI							
Executive Registry	40.6	3.6				63.3	107.5
Operation Coordination Board						19.8	19.8
Inspector General	1.5					7.0	8.5
Cable Secretariat	162.8					14.4	177.2
Planning & Development Staff						7.0	7.0
	204.9	3.6				111.5	320.0
IDS							
Office of IDS	36.6				.2	20.2	57.0
Audit Staff	25.3					35.6	60.9
Commercial Staff	10.6	9.0	1.7		1.8	.5	23.6
Communications	1000.0*				849.0*	205.0*	2054.0
Comptroller	1400.0*		916.0*	500.0*	1500.0*	1079.0*	5395.0
General Counsel	12.5	532.0			4.8	32.1	581.4
Legislative Counsel	14.0		30.3	6.0		10.6	60.9
Logistics	1659.9	97.0	495.6	135.6	233.4	62.9	2684.4
Warehouses	228.0						228.0
Management Staff	88.6	1.0	18.8			42.4	150.8
Medical Office	60.0	52.0	15.9		421.1	14.2	563.2
Personnel	880.1	103.5	143.8	6.2	1227.1	77.5	2438.2
Credit Union	9.7		18.9			20.1	48.7
Security	568.2				2712.9	35.7	3316.8
Training	3210.4	1809.2*	153.5		132.5	57.3	5362.9
	9203.9	2603.7	1794.5	647.8	7082.8	1693.1	23025.8

\*Estimates  
# Includes Visual Aids

DISPOSITION ANALYSIS OF AGENCY RECORDS  
as of October 1958

	Destroy in Q13 66	Books	Retire in		Records Center		Total
			05 yrs.	5-10 yrs.	10-Indef.	Permanent	
<b>DDI</b>							
Office of DDI	56.8	18.0	2.3		.1	28.3	105.5
Basic Intelligence	482.3	40.0	176.0			55.0	753.3
Central Reference	5055.0	10927.8 <sup>x</sup>	735.9	707.9	9077.5	465.8	26969.9
Current Intelligence	1407.8	112.0	223.0		22.5	91.7	1857.0
National Estimates	230.9	56.5	.3		3.4	40.5	331.6
<b>STATSPEC</b> Office of Operations							
Asst. Director	5.3	8.0			.4	17.3	31.0
Contact Division	573.3	140.0	70.7	.3	695.5	48.8	1528.6
	601.4	104.0	39.5		170.0	217.8	1132.7
FDD	524.8	1731.0 <sup>x</sup>	6.4			204.3	2466.5
Sovmat	7.2	2.0	11.3		.1	2.6	23.2
Photo Intelligence	131.4	18.0	4.0			.6	154.0
Research and Reports	19407.9	690.8	385.3	14.9	4.7	1011.4	21515.0
Scientific Intelligence	2071.3	332.2	158.2	4.2	5.2	137.0	2708.1
	30555.4	14180.3	1812.9	727.3	9979.4	2321.1	59576.4
<b>Totals</b>							
DCI	204.9	3.6				111.5	320.0
DDI	9203.9	2603.7	1794.5	647.8	7062.8	1693.1	23025.8
DDI	30555.4	14180.3	1812.9	727.3	9979.4	2321.1	59576.4
	39964.2	16787.6	3607.4	1375.1	17062.2	4125.7	82922.2

<sup>x</sup> Includes Newspapers and Periodicals

R/S